



DEPARTMENT OF THE NAVY
THE MASTER CHIEF PETTY OFFICER OF THE NAVY
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

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03 Jan 2023

MCPON GUIDANCE MEMORANDUM #2023-01

Subj: GUIDANCE REGARDING RECOGNITION AS AN HONORARY CHIEF PETTY OFFICER

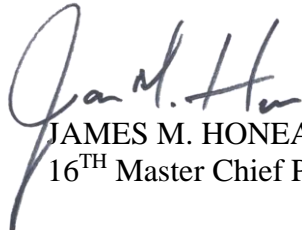
1. Purpose. To provide guidance for the selection of, and recognition for, Honorary Chief Petty Officers (HCPO) within the Office of the Master Chief Petty Officer of the Navy (MCPON).
2. Background. The Office of the MCPON is the primary location for all requests, approvals, and acknowledgements. This memorandum standardizes and amplifies the criteria for selection of HCPO recognition.
3. Cancellation. MCPON Guidance Memorandum #2015-01, dated 9 Jan 2015, is hereby cancelled.
4. Action.
 - a. Authority. Only the MCPON may authorize HCPO recognition.
 - b. Applicability. HCPO recognition will typically be applicable to retired Enlisted personnel (E6 and below), active or retired Officers and Warrant Officers, and Department of Defense civilians. However, other personnel may be considered, provided their performance is in keeping with the requirements below.
 - c. Routing and Approval Procedures. Requests may be initiated by any Command Master Chief (CMD CM), Command Senior Chief, Chief of the Boat, or Command Senior Enlisted Leader. Recommendations will be no more than two typewritten pages in length. HCPO recognition is intended to recognize sustained superior engagement with, and selfless contributions to, the community and the Navy as a whole. Recommendations will be routed to the MCPON's Executive Assistant for final disposition by MCPON, via the applicable Fleet Master Chief/Tier I CMD CM. Any level of the respective chain of command may disapprove a request if insufficient justification exists to support recognition.
 - d. Certificates. For approved requests, the Office of the MCPON will provide a certificate, signed by the MCPON, recognizing the individual as an HCPO.
 - e. HCPO Log. The Office of the MCPON will maintain a log of all approved HCPO requests.

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f. Benefits Disclaimer. This recognition is symbolic in nature, and therefore, carries no honorarium, monetary benefits, or allowances. The goal of this honor is to recognize a member into the comradery of the CPO Mess without respect to the designee's rank or status, but with an understanding and gratitude for their contributions to, and sustained superior engagement with, the collective CPO community and enlisted force.

g. Removal of HCPO Recognition. In the event an HCPO recipient is found to have engaged in conduct that is in conflict with the Navy's Core Values, the MCPON will evaluate the facts or circumstances surrounding the conduct and reserves the right to rescind, or "strike", the name of the recipient in question from the official log.

h. Individual CPO Mess Recognition. Commands may designate individuals as honorary members of their CPO Mess, utilizing certificates, plaques, etc. In most instances, this avenue should be pursued to recognize single outstanding contributions to a particular, or specific, CPO Mess, but should not reference or state "Honorary Chief Petty Officer" status in said certificate, plaque, etc.

A handwritten signature in dark ink, appearing to read "James M. Honea", written in a cursive style.

JAMES M. HONEA
16TH Master Chief Petty Officer of the Navy